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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Assistant to the DD/S

OC - 1033
DATE: 21 SEP 1962

FROM : Director of Communications

SUBJECT: Survey Report of Agency Courier Systems

I am returning herewith the copy of the subject report which you procured for my use in connection with the Manpower Task Force. For your information the Task Force made the following comment in its report:

"In the report of the inspecting team mention was made of a Survey Report of Agency Mail and Courier Systems dated 29 May 1962. This survey was made by a records management analyst under the direction of the CIA Records Administration Officer. This survey report, which deals with a very complex subject, recommends a number of changes (27) in the Agency Mail handling and courier systems and predicts that if these changes are carried out there will be an annual savings of about \$2,000,000.00 and a reduction of about 50 couriers. Since a number of these changes are somewhat radical in nature, including drastic curtailment of the present courier services to other government agencies, the Task Force can only suggest an evaluation of the conclusions and recommendations of this survey be made by competent authority."

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